Declaration of Interests | Notes for Reviewers

2023

UNIVERSITY OF CAMBRIDGE

Contents
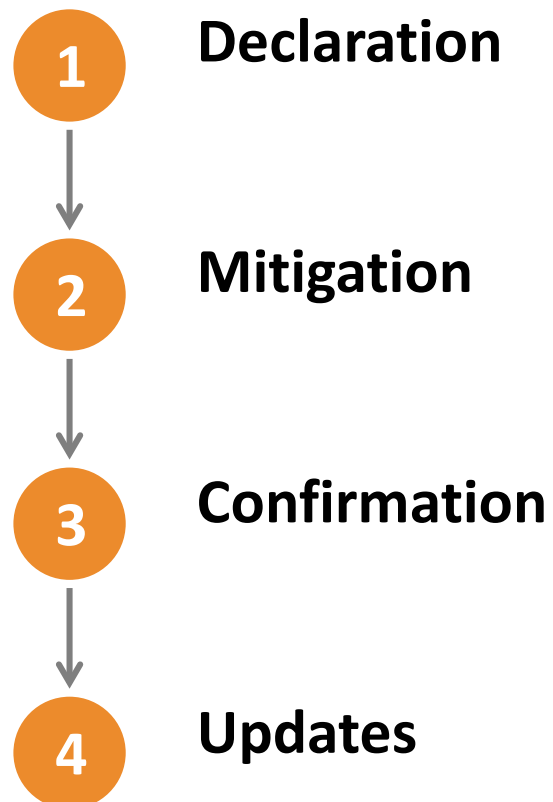
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The system

The Declaration of Interests (DoI) System has two parts:

1. The first, for **declarers**, is an online form that allows them to record interests in different categories and amend their declarations whenever they wish.

2. The second, for **reviewers,** is a web-based app that allows each interest to be reviewed and a mitigation recorded. This app also links to the committee/group's register of interests and will enable the reviewers to manage the membership records of the committee/group in the DoI system.

Together they form a complete **historical record** of what interests were declared, how they were mitigated and when this happened.

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The process

1 **Declaration**

2 **Mitigation**

3 **Confirmation**

4 **Updates**

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1   The process: declaration

Heads of Institutions, plus members and regular attendees of the University's principal, central decision-making bodies, are required to declare any personal, financial or other interests (and/or those of their close personal contacts) which constitute existing or potential conflicts with their University duties annually via the **online DoI form**.

Declarations from the previous academic year are carried forward, so declarers just need to make any necessary amendments or additions to bring their record in the DoI system up-to-date.

Declarers can update their record in the DoI system at any point, but are prompted to do so annually in October as part of the annual DoI update process.

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2   The process: mitigation

Declared interests are listed for review in the '**Review & Manage App**'. Reviewers enter mitigations in the App to manage the interest in the context of their group/committee.

The lead reviewer is the Chair of the relevant committee or the Head of the relevant School, Registrary or VC (or their nominated delegate). In practice, Secretaries to the committee/School normally maintain the DoI system on their behalf.

At the start of the annual update process the status of all the interests in the DoI system will be set to 'pending', including those which were mitigated in the previous year. Once reviewers have added a new mitigation or confirmed that the existing mitigation remains appropriate the status will be changed to 'reviewed'.

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2 **The process: mitigation options for reviewers**

For each interest reviewers have several options for entering mitigations:

1. Select one of three predefined mitigations – these are based on commonly used mitigations and are intended to promote consistency.

    All predefined mitigations can be edited – the third must be edited to indicate who is the lead reviewer in that context (i.e. the Chair of the committee or the Head of School etc).

2. Copy the existing mitigation across for the current cycle (and edit if required).

3. Add a new mitigation using free text.

Unlike last year, mitigating actions can be amended at any point.

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2 The process: agreeing mitigations

Last year many Secretaries went through the declarations on a call with their Chair/Head of School to agree mitigating actions for input into the DoI system.

You can also export the register of interests (UIS have provided [guidance on how to do this](#)). While we are trying to move away from emailing spreadsheets containing sensitive personal data we recognise that some lead reviewers may find it more convenient to review the suggested mitigations for newly declared interests, and check that last year's mitigating actions remain appropriate, offline.

In such cases sending them an export of the register may be helpful and the Secretaries can flag any interests which particularly need the lead reviewers' attention. If you choose to do this please ensure that the data is kept secure.

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3 **The process: confirmation**

The committee/group's registers of interest are automatically updated to reflect information entered in the DoI form and the '**Review & Manage App**'. The registers should be complete by 31 December.

At the end of the annual update process (shortly after 1 January) declarers receive by email a PDF summary of their declared interests and the associated mitigating actions in each context that they were reviewed.

Note: From 2024 we aim to enable individuals to see the summary of their declarations and mitigations within the Declarer app itself.

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4 The process: updates

Declarers can amend their entries in the **online DoI form** at any time i.e. to declare a new interest or to change or end an existing one.

One reviewer for each committee/group (normally the Secretary or another member of professional services) is designated as the primary contact for the DoI system. They will receive weekly notifications if any new interests are declared outside the annual cycle (from 1 January to 30 September) or any remain unmitigated. This will prompt them to login to the **Review & Manage App** to add a mitigation for that interest.
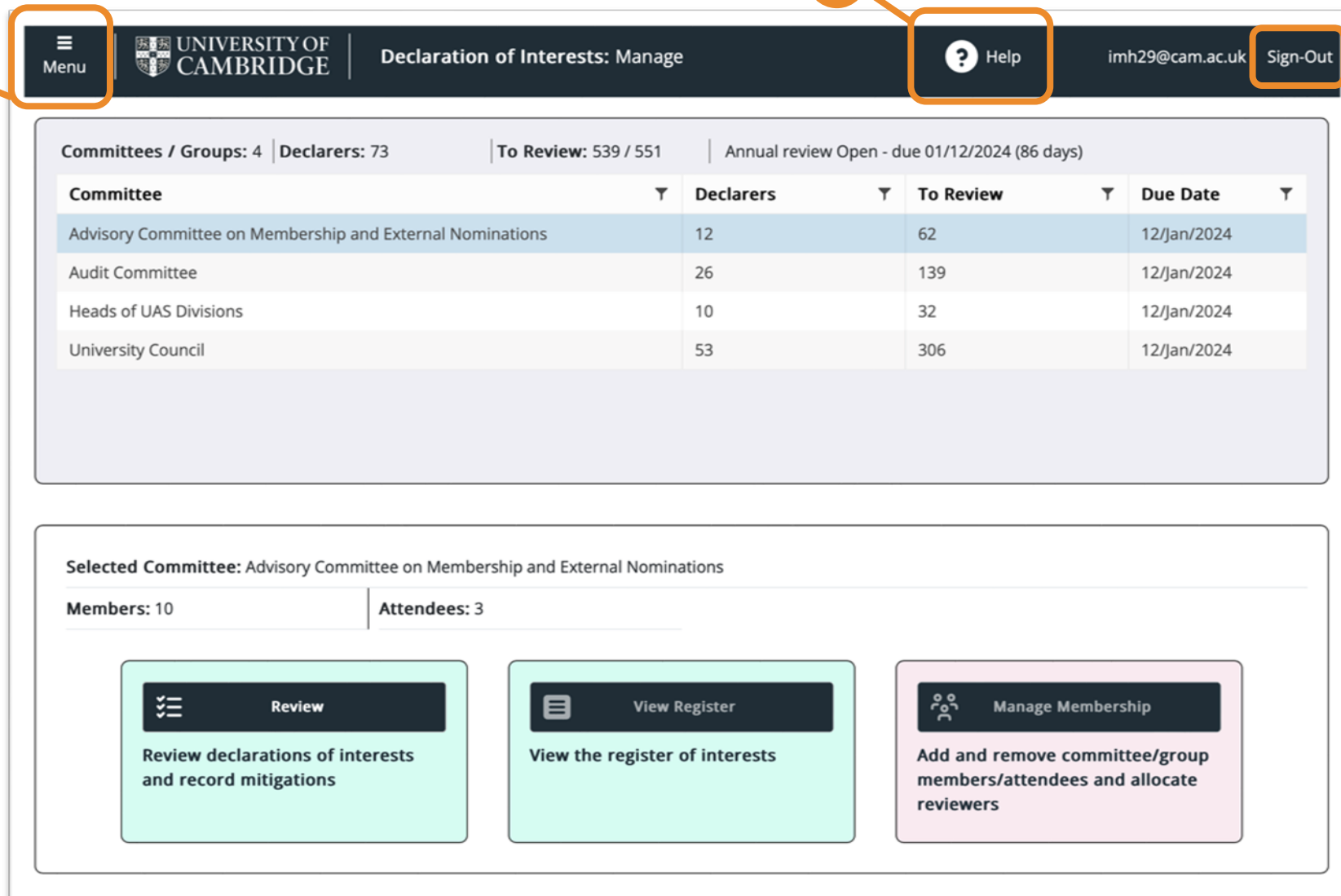
From January 2024 we aim to generate alerts to declarers to let them know when a new mitigation has been logged for one of their interests (outside the annual cycle).

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Home screen for the [Review & Manage App](#)

2 Go to online help in a separate webpage

1

Return to this screen at any point by clicking the menu button

| ☰ Menu | 🏛 UNIVERSITY OF CAMBRIDGE | Declaration of Interests: Manage | ❓ Help | imh29@cam.ac.uk | Sign-Out |

3

Log out of system

Committees / Groups: 4 **Declarers:** 73   **To Review:** 539 / 551   Annual review Open - due 01/12/2024 (86 days)

Committee	▼	Declarers	▼	To Review	▼	Due Date	▼
Advisory Committee on Membership and External Nominations		12		62		12/Jan/2024	
Audit Committee		26		139		12/Jan/2024	
Heads of UAS Divisions		10		32		12/Jan/2024	
University Council		53		306		12/Jan/2024	

Selected Committee: Advisory Committee on Membership and External Nominations

Members: 10 | **Attendees:** 3

✅ Review	≡ View Register	👥 Manage Membership
Review declarations of interests and record mitigations	View the register of interests	Add and remove committee/group members/attendees and allocate reviewers

4 Depending on the size and resolution of your computer monitor you may want to zoom in or out to get a comfortable view of the information

Zooming on a Mac

| Enlarge | ⌘ command | **+** | + = |
| Reduce | ⌘ command | **+** | − - |

Zooming on a PC

| Enlarge | Ctrl | **+** | + = |
| Reduce | Ctrl | **+** | − - |

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Select the committee/group to review from the list by clicking the name

1 Click →

Automatically happens

2 →

The 'Selected Committee/group' name will change

Menu • UNIVERSITY OF CAMBRIDGE | **Declaration of Interests:** Manage | ? Help | imh29@cam.ac.uk Sign-Out

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Review declarations of interests and record mitigations	View the register of interests	Add and remove committee/group members/attendees and allocate reviewers

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1 **Click the interest name to review the interest and add the mitigation**

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Menu

Committee/Group: University Council ☑ See Only Pending | **Declarers:** 59 | **To Review:** 306 / 309 | Annual review Open - due 12/Jan/2024 (62 days)

First Name ▼	Last Name ↑ ▼	Status ▼	Interest Type ▼	Interest ▼	Position Held / Further Details ▼
Antonia	Zafar	Pending	Professional body/charity	ABC	Member
Zarina	Usman	Pending	Trusteeship	Burlington College	Trustee (Council)
Zarina	Usman	Pending	Consultancy	Ministry of Scholars	Member of the Advisory and Appointments Boards as well as consultancy on scholarly practice
Zarina	Usman	Pending	Professional body/charity	Royal Institute of Weavers	Member
Zarina	Usman	Pending	Professional body/charity	Health Association	Member
Zarina	Usman	Pending	Personal connection	Alexis Usman	Casual work at College
Zarina	Usman	Pending	Employment	Commission on Flora and Fauna	Commissioner
Zarina	Usman	Pending	Employment	Burlington College	Fellow and College Lecturer
Zarina	Usman	Pending	Consultancy	Ministry of Educators	Member of the Advisory and Appointments Boards as well as consultancy on educational practice
Zarina	Usman	Pending	Personal connection	Zara Usman	Fellow (and Trustee) / (Partner)

N.B. You can click and view any interest, but typically you would start at the top of the list and work through the 'pending' interests
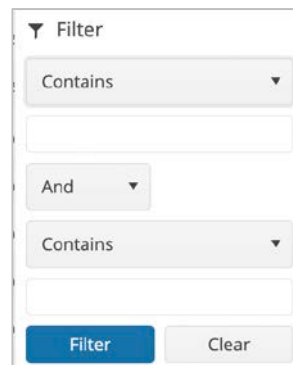
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Click the Filter icon for the column you want to filter by

1

▼ Filter

| Contains ▼ |

And ▼

| Contains ▼ |

Filter   Clear

2 **Enter some or all of the text OR select a value you want to filter by**

3 **Click the 'Filter' button**

≡ Menu 🎓 UNIVERSITY OF CAMBRIDGE | **Declaration of Interests:** Manage   ❓ Help   imh29@cam.ac.uk Sign-Out

Committee/Group: University Council   ☑ See Only Pending | **Declarers:** 59 | **To Review:** 306 / 309 | Annual review Open - due 12/Jan/2024 (62 days)

First Name ▼	**Last Name** ↑ ▼	**Status** ▼	**Interest Type** ▼	**Interest** ▼	**Position Held / Further Details** ▼
Antonia	Zafar	Pending	Professional body/charity	ABC	Member
Zarina	Usman	Pending	Trusteeship	Burlington College	Trustee (Council)

1 **Click the name of the column heading**

2 **Clicking multiple times will cycle around sorting from A-Z to Z-A to no sorting or the equivalent for the column values**

Status ↑
Status ↓
Status
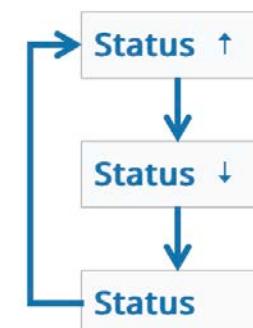
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① Review declaration information

Screen content:
- Menu | UNIVERSITY OF CAMBRIDGE | Declaration of Interests: Reviewer | Help | imh29@cam.ac.uk Sign-Out
- **Review context:** University Council
- **Declarer:** Zarina Usman | **Interest type:** Employment
- **Interest name:** Royal College of Optometrists | **Interest details:**
- **Start Date:** 01/Sep/2019 | **End Date:**
- **Mitigation status:** Pending
- **Notes:**
- **Previous mitigation** (reviewed on)
- Leave the meeting for any discussions about eyecare

② Select predefined mitigati... ▼ ☐ Copy previous mitigation ☐ New mitigation

☰ Return to List | 306 / 310 ⓘ | ← Previous | → Next | ✖ Cancel & Close | ↑ Save & Close | → Save & Next

Select 1 of 3 options:

1. **Predefined mitigations**

2. **Copy existing mitigation**

3. **New mitigation**

N.B. (1) All can be edited after the selection is made AND (2) you can deselect an option and select another one

The X/Y is the place in the list (only the filtered declarations in the sort order defined)

③ Select one of the buttons

- **'Return to List'** (returns to the list of mitigations and resets any filters or custom ordering)

- **'Cancel & Close'** returns to the list

- The **'Save'** options are not available until a mitigation is entered

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Menu ≡ | **UNIVERSITY OF CAMBRIDGE** | Declaration of Interests: Reviewer | ? Help | imh29@cam.ac.uk Sign-Out

Review context: University Council

Declarer: Zarina Usman : | Interest type: Employment

Interest name: Royal Society of Optometrists | Interest details:

Start Date: 13/Aug/2011 | End Date:

Mitigation status: Pending

Notes:

Previous mitigation (reviewed on)

Select predefined mitigation ▾ | ☐ Copy previous mitigation | ☑ New mitigation

Mitigation: ↩ 🗑

Return to List | 308 / 310 ⓘ | ← Previous | → Next | [No Title] ✕ Cancel & Close | ↑ Save & Close | → Save & Next

1 The mitigation text entry appears once a selection is made

2 Edit the text as required

3 You can edit or delete the text with the two buttons

4 Select one of the buttons

- **'Cancel & Close'** undoes any changes and returns to the list
- **'Save & Close'** saves any changes and returns to the list
- **'Save & Next'** saves any changes and moves forward to the next declaration in the list

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Summary for declarers

At the end of the annual update process (in early January) declarers will receive for information a summary of their declared interests, plus the mitigations set for these interests in every context that they were reviewed.

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<Person's Name>

Summary of Mitigations (<Date>)

This document summarizes the interests you declared that have mitigations (those that do not have mitigations are not listed). Please review the mitigations as part of the agreement process which you will have an approval email for.

Committee: The Council

Ref	Interest	Mitigation
MIT-1393	Director: Big Company	Leave the room
MIT-1394	Charity: Big Help	Remind committee
MIT-1395	Close contact: Big banker	No involvement with finance

Committee: Another Committee

| Ref	Interest	Mitigation
MIT-1396	Director: Big Company	Leave the room
MIT-1397	Charity: Big Help	Remind committee
MIT-1398	Close contact: Big banker	No involvement with finance

Ref	Category	Interest	Mitigation
MIT-1396	Director	Director: Big Company	Leave the room
MIT-1397	Charity	Charity: Big Help	Remind committee
MIT-1398	Close contact	Close contact: Big banker	No involvement with finance

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Full link to the Review and Manage App:

https://uis-app-doi-prod-uks-001.azurewebsites.net
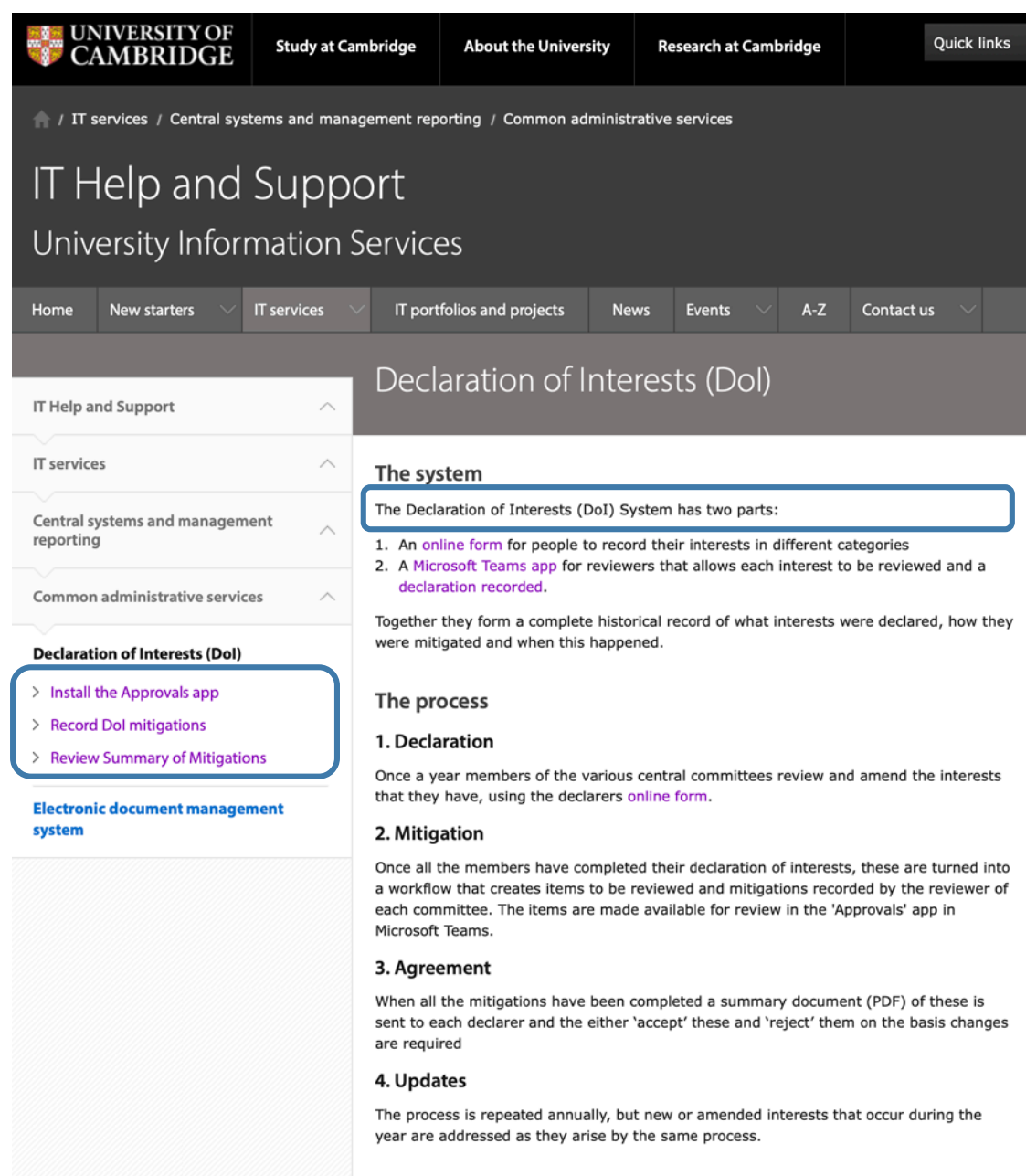
UIS guidance on the DoI system:

https://help.uis.cam.ac.uk/doi

Guidance on viewing and exporting your register of interests:

https://help.uis.cam.ac.uk/view-doi-register

FAQs

- **FAQ for principal, central decision-making bodies**

- **FAQ for Heads and Secretaries of the Schools**

- **FAQ for individuals completing the online annual declaration of interests form**

Contacts and support

For issues relating to the DoI process: contact Madeline & Anna via**:**

coi@admin.cam.ac.uk

Until the 'manage' part of the reviewer app has been launched contact us if:

- anyone is missing from your register of interests who you expect to be there;

- anyone appears on your register of interest who shouldn't be there; or

- the reviewer permissions for your group/committee need to be changed.

NB. In the next iteration of the register of interests 'null entries' (i.e. when an individual has completed the form but had no interests to declare) will be shown – currently you will not see these entries but we can check for you.

For technical issues: contact the UIS Service Desk: servicedesk@uis.cam.ac.uk

The Service Desk can help declarers who need to set up multi-factor authentication (MFA) in order to access the DoI form. They can also add or amend permissions for the DoI system.

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Additional & New Features in Development
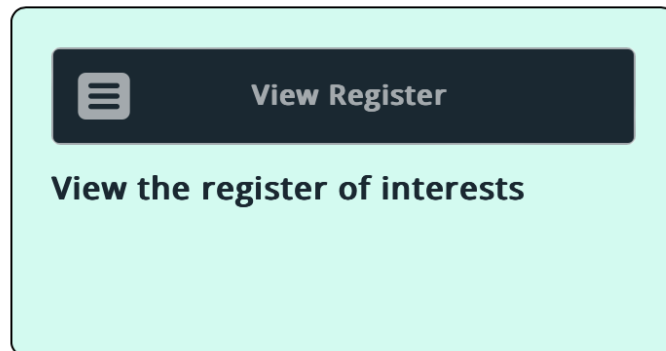
View Register

- This currently links to the version of the register that you have been using (in MS Teams).

- There is a bug whereby the heading 'Remuneration Committee' (but not its register) is shown before you select your committee/group's register.

- The link in the App will be replaced with a fully integrated register (in development now).
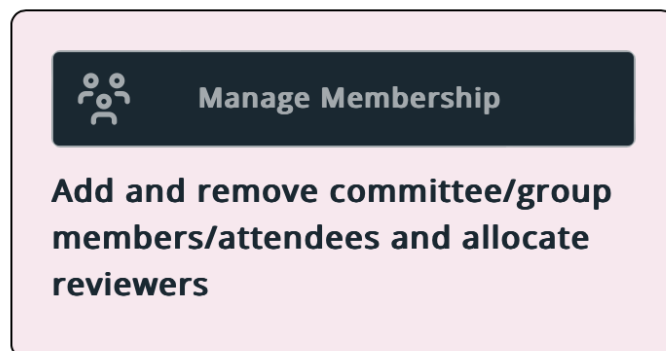
Manage Membership

- When this feature is ready you will be able to add, edit or remove individuals from membership of your group/committee in the DoI system.

- You will also be able to set who can be a reviewer.

View Register

View the register of interests

Manage Membership

Add and remove committee/group members/attendees and allocate reviewers

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